

APPROVED

J. V. Fletcher Library Board of Trustees Minutes of the 30 June 2005 Meeting

Present: Trustees Liz Adams, Sandy Kelly, Bob Price, and Jack Wrobel; Director Ellen Rainville; Assistant Director India Nolen.

Absent: Trustees Dave Daniel and Marianne Fleckner,.

Guests: None.

I. Call to Order

This meeting of the Trustees was called to order in the Story Hour Room at 7:35 PM.

II. Signing of Warrants

The following warrants were signed at the meeting:

Account Name	No.	Activity
Library Trustee Account	672	
All Purpose Trust Fund	673	Expended \$50.00 for a farewell gift to former Trustee and Friends' President Nancy Russo.
Library Book Fund	674	
Lecture Trust Fund	675	
J. V. F. Library Trust Fund	676	Deposited \$22,000 from a generous benefactor.
E. D. R. Continuing Education Trust Fund	677	

III. Review of Past Minutes

There were no minutes available to review or approve.

IV. Review of the Quarterly Treasurer's Report

None. (The June interest and fee figures are not yet available.)

V. Director's Report

Liz made a motion: "To accept the \$22,000 gift of Barbara Seavey and deposit it into the Library Trust account #676 with the intention of making it the seed gift of a potential new Westford Library Foundation." Seconded by Jack and approved (4 for, 0 against, 0 abstentions). Note that Barbara has requested anonymity in this matter.

Ellen was pleased to announce that Dennis Mulligan has started as the new maintenance man at the Library. Dennis formerly worked in maintenance at Raytheon and most

APPROVED

recently at the Cameron Senior Center. His transfer from one town department to another was prompted by the opportunity to work full time.

Ellen reported another accident on the rear stairs. An eight-year-old girl fell on the steps and broke her leg. The Bookmobile has made special stops at her home to ease her inconvenience.

A 74-year-old gentleman fell in the Meeting Room. Ellen has called to inquire about his condition.

An incident occurred in which a patron claimed to have sustained a gash on the trash barrel at the rear door. Both the police and the EMTS who were involved in the incident and its aftermath offered advice to Ellen. (Ellen mentioned that certain patrons have been banned from the Library in recent years by the Trustees.)

VI. Committee Reports

None.

VII. Communications

None.

VIII. Unfinished Business

None.

IX. New Business

A motion was made: "To split off the heat pumps from the Unfunded Capital and Technology Submittals list and to pay for the new replacement energy management system with funds from the Library Trust Account." (Liz, Jack; 4, 0, 0.)

A motion was made: "To request a reserve fund transfer from the Finance Committee to replace the two heat pumps." (Liz, Jack; 4, 0, 0.)

Ellen will explore the potential use of volunteers on such capital projects as the rear entrance, specifically in regard to liability. Bob will informally poll local contractors to see if there would be general support on such projects.

Ellen presented a new Cash Handling Procedure to be followed by the Staff. (Trustee approval is not required.) No specific incident prompted this procedure, but the review was prompted by the issues the auditors had this year with cash handling at Town Hall.

There was some concern expressed about the Friends video rental receipts that are currently handled by the Staff with no accountability. Ellen will investigate.

APPROVED

The Board voted: "To use funds from the State Aid to Public Libraries Account to upgrade our computers to make them all compatible with the new Horizon upgrade."
(Liz, Jack; 4, 0, 0.)

X. Announcements

None.

XI. Adjournment

The Board voted to adjourn at 8:45 PM (Liz, Jack; 4, 0, 0).

Submitted respectfully,
Bob Price